THE 2015 - LONG BEACH
LANDSCAPE
DESIGN • BUILD • MAINTAIN • SUPPLY EXPO

Dear 2015 Landscape Expo (TLE) Exhibitor,

The 2015 Landscape Expo welcomes past and present exhibitors! I would also like to extend a big welcome to the new exhibitors at our show.

The information provided in this manual can help save you time and money. Please read it carefully and note the important deadlines and show regulations. To take advantage of the discounted rates the decorator, electrical, and lead retrieval companies are offering, make sure you place any necessary orders early.

We are using the same decorator as last year, which really enables you to save on your exhibiting costs. We also have made a complimentary forklift available* (for the first 15 minutes) for all exhibitors to use.

All of the forms, rules and regulations, information for exhibiting, as well as travel and hotel information are included in this Exhibitor Service Manual.

Please make sure that all staff members coordinating your participation know that the entire Exhibitor Service Manual is available online.

Remember to book your hotel early and take advantage of the discounted block rate. This year we have negotiated a great value at the beautiful Hyatt Regency. The Hyatt is just steps from the convention center. Book an extra night to explore and have a little fun in Long Beach while you are here. It's a great place for some family fun!

Please send us a copy of your insurance certificate early, as this is needed before the show for you to participate.

We are dedicated to making this year's event another tremendous success and look forward to working with you in the years ahead!

Sincerely,

George Schmok
Producer

*Free forklift use applies to unloading/loading of exhibitor vehicle with exhibitor present.

THE 2015 - LONG BEACH

LANDSCAPE EXPO

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EXHIBITOR PERSONNEL REGISTRATION FORM

Thank You for Exhibiting in the 2015 Landscape Expo - Long Beach!

Personnel Registration for The Landscape Expo is Free of Charge.

Please complete this form and fax to **714-434-3862** by August 28th or register online!

Badges will be available for pick up at the Expo.

***Company Name:** _____

Representative's First Name	Representative's Last Name	Email

For Additional Questions or Concerns

714-979-5276 ext. 142

tlereg@landscapeonline.com

14771 Plaza Drive, Suite "M" Tustin, CA 92780 · 714-979-5276 ext. 142 · FAX: 714-434-3862

THE 2015 - LONG BEACH
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Show Dates and Hours

Wednesday, September 2 **9:00 a.m. - 3:00 p.m.**
Thursday, September 3 **9:00 a.m. - 3:00 p.m.**

Move - In Hours:
Tuesday, September 1 8:00 a.m. - 8:00 p.m.

All Exhibits must be complete by 8:00 p.m. on Tuesday September 1, 2015. If an exhibitor fails to install in its assigned space by that time, LCI reserves the right to take possession of the space and no refund will be provided to the exhibitor.

Move - Out Hours:
Thursday, September 3 3:00 p.m. - 9.00 p.m.

Early teardown is not allowed. All members of the public must be out of the hall before vehicles are allowed to enter for teardown. All exhibits must be removed from the Long Beach Convention Center by 9:00 p.m. Thursday, September 3, 2015. All exhibitor displays or materials left in booths after this time will be packed and shipped at the discretion of show management, and all applicable service charges will be applied to the exhibitor.

Exhibitor Badges:
Please register your booth staff in advance to save time using the Staff Registration Form in this exhibitor manual and fax to: (714) 434-3862.

The exhibit booth staff can pick up their badges at the Exhibitor Registration Counter from 11:00 a.m. - 8:00 p.m. on Tuesday, September 1, 2015 or at 8:00 a.m. on Wednesday, September 2 and Thursday, September 3, 2015.

Important Contact Information:

Decorator:	E Z Expo Services – (909) 624-1697
Electrical:	Edlen Electrical – (714) 985-1480
Audio Visual:	Projection Presentation – (562) 499-7546
Lead Retrieval:	SmartSource – (800) 955-5171
Internet Connection:	Smart City – (888) 446-6911

Indoor Booth Sizes
Inline 10' x 10' and end caps are draped 10' x 20' and larger booths are floor marked only.

Parking:
Parking is $10.00 per vehicle.
Oversized vehicles are $20.00.

Payment Terms/ Cancellation
As stated in your contract, all booths must be paid for before exhibiting. 50% deposit is due upon contract acceptance Balance of payment is due in full by March 30th, 2015. LCI reserves the right to void any exhibit space contracts not paid in full by due date, and reassign the booth space to another exhibitor. All payments are non-refundable. Institute Conditions: Exhibitor agrees that show management reserves the authority to re-assign all exhibit space including the dimensions and locations within the show if deemed necessary. Show management will notify Exhibitor in writing if space assignments need to be changed prior to actual show dates.

Certificate of Insurance
All exhibitors must provide certificate of insurance in order to exhibit.

Seminar Hours:
Wednesday, September 2, 2015
1.5 hour seminars are scheduled between 8:30 a.m. - 4:30 p.m.

Thursday, September 3, 2015
1.5 hour seminars are scheduled between 9:00 a.m. - 5:00 p.m.

Registration Hours:
Registrations for both days are:
8:00 a.m. - 3:00 p.m.

For Additional Questions or Concerns: **Contact:** Event Production (714) 979-5276 Ext.142 tleinfo@landscapeonline.com

THE 2015 - LONG BEACH
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Frequently Asked Questions

Where Can I Find Information Regarding Seminars?

Please visit the Landscape Online website at www.LandscapeOnline.com then click on one of the 2015 Landscape Expo banner ads to be directed to the TLE information center. Then select the "Educational Programs" button for information regarding seminars.

Is There A Current List of Exhibitors?

Please visit the Landscape Online website at www.LandscapeOnline.com then click on one of the 2015 Landscape Expo banner ads to be directed to the TLE information center. Then select the "Exhibitors" button and click on "Exhibitor List" for a current list of 2015 exhibitors.

Who Can I Contact For Assistance With My Booth?

All inquiries related to booth setup, (for example, cleaning services, banner hanging or furniture requests) should be directed to the official show decorator:
E Z Expo Services - (909) 624-1697

If you need electricity, please contact:
Edlen Electrical - (714) 985-1480

For Lead Retrieval, please contact:
SmartSource – (800) 955-5171

All other questions should be directed to:
(714) 979-5276 Ext. 142

Are Any Discounted Hotel Rates Available?

A special block booking has been arranged at the Hyatt Regency Long Beach. This discounted rate will only be available until August 10, 2015. Refer to the Hotel & Travel section on the website for additional information.

How do I register for an EXPRESS badge?

Please fill out the Exhibitor Registration Form that is found in the Forms section and fax to (714) 434-3862 or go online.

Can I get on the Internet at the show?

You can order your own Internet connection for your booth, but do this before the early bird deadline date.
Smart City - (888-446-6911)

Can I use the same email address to register everyone for my company?

No. It is preferable to use a separate email address for each person, as that way you will get your own confirmation that you have been registered.

If I bring my family to Long Beach, what is there to do in the area?

There are so many interesting things to do in Long Beach, visit the *Queen Mary, go to the beach, or check out the *Aquarium. Even Disneyland and Knott's Berry Farm are only a few miles away. *Labor Day is Sept. 7, 2015. Bring your family and stay the weekend! *Special discounts are available to TLE exhibitors and attendees.*

Move in and out procedures and large exhibits/vehicles

If you have a large exhibit/vehicle, please fill out the necessary form in the Forms section. We have to be able to plan to get the larger equipment/vehicles in the show first, before the other smaller exhibits arrive, otherwise we will have to dismantle booths to fit you in.

For Additional Questions or Concerns:
Contact: Amy Deane, Event Production
(714) 979-5276 Ext. 142
tleinfo@landscapeonline.com

Certificate of Insurance:

Exhibitors must maintain Commercial General Liability and Blanket Contractual Liability insurance. The limits for bodily injury and property damage combined shall be at least $1,000,000. Certificates of insurance stating such limits shall also provide the policy may not be cancelled without 15 days advance written notice to LCI. All property of the Exhibitor is understood to remain in its custody and control in transit to or from the confines of the exhibit hall, subject to the Official Rules and Regulations on Exhibit Space Contract ***Expo and/or Institute Exhibiting companies must provide certificates of insurance evidencing the required insurance coverage.*** This coverage must be in effect August 31, 2015 through September 4, 2015 for the Expo.

LCI must be named as an additional insured on certificate. These certificates must be provided to LCI prior to exhibiting in either event. **Failure to provide said certificates will cause the exhibitor to be prevented from exhibiting at either event and said exhibitor shall forfeit all monies paid for said event.**

The following information must be provided to LCI BEFORE you exhibit. Please either fax your certificate to 714-979-3543 or mail a copy to LCI, 14771 Plaza Drive, Suite M, Tustin, CA 92780. **Please see example of the Certificate of Liability below.**

ACORD™ CERTIFICATE OF LIABILITY INSURANCE — DATE (MM/DD/YYYY): Date

PRODUCER Phone # **FAX** Number Insurance Agency Address City, State, Zip	**THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.**
	INSURERS AFFORDING COVERAGE — **NAIC #**
INSURED Vendor / Exhibitor Address City, State, Zip	INSURER A: Insurance Carrier INSURER B: INSURER C: INSURER D: INSURER E:

COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	ADD'L INSRD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS	
A	X	GENERAL LIABILITY [X] COMMERCIAL GENERAL LIABILITY [ ] CLAIMS MADE [X] OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: [ ] POLICY [ ] PRO-JECT [ ] LOC	ABC123	Date	Date	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG	$ 2,000,000 $ 300,000 $ 10,000 $ 2,000,000 $ 4,000,000 $ 4,000,000
B		AUTOMOBILE LIABILITY [X] ANY AUTO [ ] ALL OWNED AUTOS [ ] SCHEDULED AUTOS [ ] HIRED AUTOS [ ] NON-OWNED AUTOS	ABC123	Date	Date	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)	$ 1,000,000 $ $ $
		GARAGE LIABILITY [ ] ANY AUTO				AUTO ONLY - EA ACCIDENT OTHER THAN AUTO ONLY: EA ACC AGG	$ $ $
		EXCESS/UMBRELLA LIABILITY [ ] OCCUR [ ] CLAIMS MADE [ ] DEDUCTIBLE [ ] RETENTION $				EACH OCCURRENCE AGGREGATE	$ $
C		WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below	ABC123	Date	Date	[X] WC STATU-TORY LIMITS [ ] OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	 $ 1,000,000 $ 1,000,000 $ 1,000,000
		OTHER					

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS

Location: Long Beach Convention Center, CA
Certificate Holder: Landscape Communications, Inc. (LCI) is named as additional insured
14771 Plaza Drive, Suite M
Tustin, CA 92780

CERTIFICATE HOLDER	**CANCELLATION**
Landscape Communications, Inc. (LCI) 14771 Plaza Drive, Suite M Tustin, CA 92780	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO MAIL SUCH NOTICE SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES. **AUTHORIZED REPRESENTATIVE** John Doe *John Doe*

ACORD 25 (2001/08) **©ACORD CORPORATION 1988**

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EXPO

Thank you for your registration for The Landscape Expo scheduled to occur on September 2nd and 3rd.

As a standard requirement of all of our show exhibitors, it is necessary for you to provide proof of general liability coverage from an insurance company in good standing with minimum policy limits of $1,000,000 per occurence and $2,000,000 in all. If you do not have this coverage in place, we have made arrangements for all of our exhibitors to acquire this coverage at significant savings by purchasing as part of a group. Please click the link below, complete a short questionaire and you will obtain this coverage for $65 plus tax.

https://www.totaleventinsurance.com/app/Customer/ExhibitorAnnual.aspx?eid=EsqhvmYN1cw$

Proof of alternative coverage, satisfying these minimums, or secured coverage through the link provided above must be in place prior to your scheduled move-in date. You will not be allowed to move-in/exhibit without proper insurance coverage in place.

Please feel free to contact me with any questions.

Sincerely,
Show Management
The Landscape Expo – Long Beach (TLE)

Landscape Communications, Inc.
14771 Plaza Drive, Suite M
Tustin, CA 92780
714-979-5276 x142 (ph)
714-979-3543 (fx)

THE 2015 - LONG BEACH

LANDSCAPE

DESIGN • BUILD • MAINTAIN • SUPPLY EXPO

Long Beach Convention Center
September 2nd & 3rd, 2015

Exhibitors Information Packet

SHOW HOURS: September 2nd & 3rd 9:00 am - 3:00 pm

EXHIBITOR MOVE-IN: September 1st 8:00 am - 8:00 pm

EXHIBITOR MOVE-OUT: September 3rd 3:00 pm - 9:00 pm

YOUR FREIGHT IS FORCED OFF SHOW FLOOR ON: September 3rd, 2015 9:00 PM

YOUR BOOTH SPACE INCLUDES:

8' Black and White Backwall Drape
3' Black & Ivory Siderail Drape
Complimentary 15 Minute Forklift During Load In
Complimentary 15 Minute Forklift During Load Out

Complimentary 15 Minute Forklift Will Be Provided During Load In and Load Out. You must BE PRESENT to receive this service or you will be charged drayage (see material handling form below). If you are not paying drayage fees any pallets left on show floor will be charged a storage fee of $20 per skid.

PLEASE NOTE DEADLINE DATE TO ORDER SERVICES AT DISCOUNT RATES: August 25th, 2015

E Z Expo Services

440 E. BONITA AVE. POMONA CA 91767 909-624-1697 FAX: 909-626-6589
email: julio@sprezrents.com

A Message from the Decorator

E Z Rents has been selected as The Official Service/Drayage contractor for the **2015 Landscape Expo** being held at the **Long Beach Convention Center on September 2nd and 3rd, 2015**. We welcome the opportunity to assist you in every way possible to ensure a successful presentation.

This exhibitor kit contains important information regarding the show. Please review all the information that is included in this exhibitor kit. If there is another service you may need, please feel free to call us.

SPECIAL NOTES

To keep the appearance of the show; no Velcro, pins, hooks, tape, staples, or any like matter will be permitted to hang through, from or on the drape.

DISCOUNT PRICING

For **DISCOUNT PRICES**, full payment MUST be included with your advance order. All deadlines are indicated at the top of each order form. Please note in order to receive **DISCOUNT PRICING**. The deadline for discount pricing is **August 25th, 2015**.

SHIPPING INFORMATION

All shipping information including shipping dates and times for advance warehouse and direct shipping can be found with the Material Handling Order Form. Please review these dates and times accordingly. E Z Expo Services realizes that exhibiting in a convention can be complicated and confusing. Therefore, please read all materials carefully. If you should need further assistance or additional information not covered in the exhibitor kit, please contact us at (909) 624-1697.

We look forward to serving you.

The Staff at E Z Expo Services

E Z Expo Services
440 E. BONITA AVE. POMONA CA 91767
Phone: 909-624-1697
Fax: 909-626-6589
email: julio@sprezrents.com

Frequently Asked Questions

MOVE-IN & MOVE-OUT PROCEDURES

E Z Expo Services

Company Name _____ Booth # _____

Exhibit Move-in Procedures:

- ***Please refer to the Material Handling Sheets for:***
    1. Advance & Direct Shipments
    2. Proper labeling for Advance and Direct Shipments
    3. Dates & Times
    4. Advance shipments will be delivered directly to your booth; ready for you to begin set up.
    5. Direct shipments will be delivered to your booth when they are received.

- ***Please refer to the front page for move in dates & times***
    1. E Z Expo employees will unload commercial freight haulers as well as exhibitor private vehicles from 8:00am – 4:30 pm on dates specified.
    2. To avoid overtime charges; remind drivers that they should be in line before 2:00 pm in order to be unloaded by 4:30 pm.

Exhibit Move-out Procedures:

Upon show closing, if applicable, the aisle carpet will be rolled and removed allowing forklifts to return all empty crates and storage materials to the booths.

- ***Bill of Ladings for outbound shipments via your choice of carrier:***
    1. Please have your carrier arrive in plenty of time to have your freight loaded before the deadline
    2. Have your driver check in at the check- in area
    3. When you are completely packed and ready to go; please turn in a Bill of Lading at the Service Desk

- ***For Exhibitors with privately owned vehicles who cannot hand carry all booth materials:***
    1. When all materials are packed up and ready to go drive your vehicle to the loading dock check-in area
    2. You will receive your outbound paperwork once you are at the loading dock ready for loading
    3. Once in line, DO NOT leave your vehicle unattended at any time. If you do, your vehicle will be towed.

- ***For Exhibitors with Company or Rented Trucks:***
    1. When you are completely packed and ready to go; please go to the service desk to receive a Bill of Lading to be filled out
    2. Once the Bill of Lading is filled out; you will be directed to the loading dock where you will be loaded in the order you were processed
    3. Once in line, DO NOT leave your vehicle unattended at any time. If you do, your vehicle will be towed

If your booth materials are not completely packed up and ready to be loaded when the Teamster arrives at your booth, you will be politely asked to go to the end of the line.

ALL EXHIBIT MATERIALS MUST BE REMOVED BY: September 3rd, 2015 by 9:00PM
At this time, E Z Expo Services will re-route your freight via the house carrier at the exhibitors' expense.

No vehicles of any type will be allowed to park on the loading dock without permission.
No vehicles will be allowed to drive into buildings without prior permission from Show Management.

PAYMENT POLICY FORM

Must be included with all orders.

E Z Expo Services
440 E. BONITA AVE. POMONA CA 91767
Phone: 909-624-1697
Fax: 909-626-6589
email: julio@sprezrents.com

Company Name: _____ Booth # _____

Contact Name: _____

Address: _____

City / State / Zip: _____

Phone # _____Fax # _____

- **This form must be completed and enclosed with all order forms and on file with E Z Expo Services prior to any service(s) being performed regardless if another form of payment is being used.**
- Cancellation Policies: Please note cancellation policies on the various forms.
- In order to receive DISCOUNT PRICING full payment must be included with order form! If paying by check; make payment in U.S. funds drawn on a U.S. bank. If paying by credit card; please fill out the enclosed authorization form.
- Customer is responsible for loss or damage to equipment.
- For your convenience, we will use this authorization to charge your credit card for any additional amounts incurred as a result of show site orders placed by you or your representative for this event.
- ALL ACCOUNTS MUST BE SETTLED AT OUR SERVICE DESK PRIOR TO THE OPENING OF SHOW.
- THERE WILL BE NO CREDITS ISSUED UPON COMPLETION OF SHOW.

Amount Enclosed $_____ Amount to be charged to Credit Card $_____

If paying by Check, please fill out the following information:

Check Number: _____ Drivers License Number:_____

Address: _____

City: _____ State: _____ Zip Code: _____

If paying by Credit Card, please provide the following information:

Credit Card Number: _____

Please Check: ___AMERICAN EXPRESS ___MASTERCARD ___VISA CVC Code _____

Expiration Date: _____ Name as it Appears on Card _____

Authorized By: _____ Cardholder's Signature:_____

Cardholders ***Billing*** Address: _____

City: _____ State: _____ Zip Code: _____

FURNITURE ORDER FORM

Must be included with all orders.

E Z Expo Services
440 E. BONITA AVE. POMONA CA 91767
Phone: 909-624-1697
Fax: 909-626-6589
email: julio@sprezrents.com

Company Name: _____ Booth # _____

Tables & Counter Tables	**Discount**	**Floor**	**Quantity**	**Total**		
4 ft. undraped table	$25.00	$35.00	_____	_____	___ Black	___ Red
6 ft. undraped table	$35.00	$45.00	_____	_____		
8 ft. undraped table	$45.00	$55.00	_____	_____	___ Blue	___ White
4 ft. draped table	$65.00	$85.00	_____	_____		
6 ft. draped table	$75.00	$95.00	_____	_____		
8 ft. draped table	$85.00	$105.00	_____	_____		
4th sided table skirt	$20.00	$25.00	_____	_____		
4 ft. undraped counter table	$35.00	$45.00	_____	_____		
6 ft. undraped counter table	$45.00	$55.00	_____	_____	Price includes top covered in white	
8 ft. undraped counter table	$55.00	$65.00	_____	_____	plastic and 3 sides draped	
4 ft. draped counter table	$75.00	$95.00	_____	_____		
6 ft. draped counter table	$85.00	$105.00	_____	_____	Tables: 30” W x 30” H	
8 ft. draped counter table	$95.00	$115.00	_____	_____	Counter Tables: 30” W x 42” H	
4th side counter skirt	$30.00	$35.00	_____	_____		
Cocktail undraped round table	$85.00	$125.00	_____	_____		
Cocktail draped round table	$125.00	$150.00	_____	_____	Color of linen _____	
Chairs						
Black bar stool	$30.00	$45.00	_____	_____		
Padded Arm Chair	$35.00	$50.00	_____	_____		
Folding Chair	$8.00	$12.00	_____	_____		
Padded Counter Stool	$40.00	$55.00	_____	_____		

Accessories	**Discount**	**Floor**	**Quantity**	**Total**
Backwall Drape (8 ft.high)	$3.00 per foot	$6.00 per foot	_____	_____
Chrome Sign Frame Holder (22” x 28” x 5H)	$30.00	$45.00	_____	_____
Crossbar / Spreader	$15.00	$20.00	_____	_____
Display Case	$130.00	$165.00	_____	_____
Easel	$25.00	$35.00	_____	_____
Glass Bowl	$15.00	$20.00	_____	_____
Garment Rack (5’ H x 5’ H)	$35.00	$50.00	_____	_____
Peg Board (4’ x 8’ Vertical / Horizontal)	$85.00	$125.00	_____	_____
Stanchions with 8 ft. chain	$25.00	$40.00	_____	_____
Side Rail Drape (3 ft. high)	$2.00 per foot	$4.00 per foot	_____	_____
Tack Board (4’ x 8’)	$85.00	$125.00	_____	_____
Ticket Tumbler (Large 21”w x 15”R)	$25.00	$50.00	_____	_____
Upright with Base	$10.00	$15.00	_____	_____
Wastebasket	$8.00	$12.00	_____	_____

All items canceled will be charged at 50% of original price after move-in begins and 100% of original price after E Z installs. Prices include installation, rental, and removal.

SUBTOTAL FURNITURE RENTAL ORDER FORM $_____

_____ Yes, I have completed and enclosed along with this order the Payment Policy Form.

CARPET RENTAL ORDER FORM

Deadline for discount: 08-25-2015

E Z Expo Services
440 E. BONITA AVE. POMONA CA 91767
Phone: 909-624-1697
Fax: 909-626-6589
email: julio@sprezrents.com

Company Name _____ Booth # _____

STANDARD BOOTH CARPET

Size	Quantity	Discount	Floor	Total	Please select color:
9 x 10 Ft.	_____	$90.00	$125.00	$ _____	
9 x 20 Ft.	_____	$145.00	$180.00	$ _____	___Blue
9 x 30 Ft.	_____	$195.00	$230.00	$ _____	___Black
9 x 40 Ft.	_____	$255.00	$300.00	$ _____	___Red

Rental includes installation, front edge taping and pickup at the close of the show. IF CARPET IS ORDERED IN MULTIPLIES OF TWO OR MORE, THE CARPETS ARE NOT GUARANTEED TO BE A COLOR MATCH. Standard Carpet canceled will be charged at 50% of original price after SR move-in begins and 100% of original price after installation. STANDARD CARPET *IS NOT* DESIGNED TO COVER COMPLETE BOOTH AREAS.

CUSTOM BOOTH CARPET

	Discount	Floor	Total
Complete Area Size _____ x _____ = _____Sq. Ft. @	$1.50 /	$2.00 =	$_____

THIS CARPET IS CUT SPECIFICALLY TO YOUR BOOTH MEASUREMENTS. Rental includes installation, all necessary taping, and pickup at the close of the show. Include a layout for carpet installation if your carpet size is different from your booth size. If you require additional carpet to cover steps, skids, or display fixtures; include a floor plan and a quote will be forwarded to you before we proceed. Custom Size Booth Carpet canceled after being cut will be charged at 100% .

CARPET PADDING - TAPE - PLASTIC COVERING

	Discount	Floor	Total
Carpet Padding _____ ft. x _____ ft. = _____ Sq. ft. @	$0.75	$1.05	$ _____
Additional Taping _____ Linear ft. @	$1.00	$1.25	$ _____
Plastic Covering _____ ft. x _____ ft. = _____ Sq. ft. @	$0.75	$1.00	$ _____

All rental prices include installation & removal. Items canceled will be charged at 100% of original price after being cut.

SUBTOTAL CARPET RENTAL ORDER $ _____

Yes, I have completed and enclosed along with this order the Payment Policy Form.

CLEANING SERVICE ORDER FORM

Deadline for discount: 08-25-2015

E Z Expo Services
440 E. BONITA AVE. POMONA CA 91767
Phone: 909-624-1697
Fax: 909-626-6589
email: julio@sprezrents.com

Company Name _____ Booth # _____

VACUUM BOOTH CARPET

DISCOUNT $0.21 / **FLOOR** $0.24

Exhibit Space:_____ ft. x_____ft. (100 sq. ft. minimum) x _____per sq. ft. x _____days = $_____

All rental carpets ordered from E Z Expo Services are installed in clean condition. Daily booth vacuuming is not included with your booth rental space. You can order cleaning service within your booth space for debris accumulated during set-up and exhibit hours.

PORTER SERVICE

DISCOUNT $0 .41 / **FLOOR** $0 .48

Regular Hours: 8:00 am – 4:30 pm	$25.00 x _____Hours	$29.00 x _____Hours = _____
Overtime Hours: After 4:30 pm	$37.00 x _____Hours	$41.00 x _____Hours = _____
Overtime Hours: Saturday & Sunday	$37.00 x _____Hours	$41.00 x _____Hours = _____

Total $ _____

- Please specify times & days / Minimum of four hours daily

Empty wastebasket, tidy, and spot clean exhibit space at two hour intervals during show hours. There will be an additional charge for cleaning carpets that are subjected to excessive wear and tear such as wood or metal shaving generated by demonstrations in the booth or food sampling.

SUBTOTAL FOR CLEANING SERVICE ORDER FORM $_____

Yes, I have completed and enclosed along with this order the Payment Policy Order Form.

MATERIAL HANDLING ORDER FORM

Note Deadline Dates & Times 08-25-2015

E Z Expo Services
440 E. BONITA AVE. POMONA CA 91767
Phone: 909-624-1697
Fax: 909-626-6589
email: julio@sprezrents.com

Company Name _____ Booth # _____

MATERIAL HANDLING RATES – ROUNDTRIP RATES, PER SHIPMENT, USE INCOMING WEIGHT ONLY AND **ROUND UP TO THE NEXT 100 LBS**. THESE RATES ARE SUBJECT TO SURCHARGES (See Below). **CERTIFIED WEIGHT TICKETS ARE REQUIRED FOR EACH SHIPMENT, IF NOT PROVIDED, YOU AGREE TO USE E Z EXPO SERVICES ESTIMATED WEIGHTS.**

RATE PER 100 LBS. (200 LB. MINIMUM)

Description	Receiving	ST In / ST Out
ON TIME Crated or skidded shipments (Common Carriers)	Advance Warehouse	$75.00 per cwt
VAN LINES (Irregular route carrier / company trucks)	Advance Warehouse	$85.00 per cwt
ON TIME Crated or skidded shipments LTL Carriers with established local terminals	Showsite	$65.00 per cwt
VAN LINES and loose & uncrated shipments (Irregular route carrier / company trucks)	Showsite	$75.00 per cwt
Personally Owned Vehicles (Station wagons, regular size 4 x 4, mini vans	Showsite	$75.00 per load
Small Packages (UPS / FED EX) Cartons & envelopes received without documentation will be delivered without guarantee of piece count or condition at this rate. **Max weight per shipment is 25 lbs**	Advance Warehouse Showsite	$25.00 per package

(ST = Straight Time / OT = Overtime)

- Overtime Rates will apply if: Inbound vehicles arrive at dock weekdays prior to 8:00 AM or after 4:00 PM or anytime Saturday, Sunday and Holidays.
- Shipments sent direct to exhibit site prior to date specified will not be accepted. This may create delays in getting your shipment on time. Please notify our carrier of the dates and times.
- Separate shipments received by E Z Expo Services will not be combined.

- Forced Freight: Shipments left on showsite floor will be re-routed to E Z Expo Services warehouse for a charge of $40.00 per 100LBS based on incoming weight or shipped at exhibitors expense via the house carrier.

SHIPPING ADDRESSES

ADVANCE WAREHOUSE	CONVENTION SITE
Your Company Name Booth # **C/O E Z Expo Services** 440 E. Bonita Ave. Pomona CA 91767 **ARRIVAL DATES:** 30 days prior to last day accepted M – F 8:00 am – 3:00 pm Closed for Lunch 12pm – 1:00pm Last day accepted: **August 28th, 2015**	Your Company Name Booth # **The Landscape Expo 2015** **C/O EZ Expo Services** **Long Beach Convention Center** 300 East Ocean Blvd Long Beach, CA, 90802 **ARRIVAL DATES:** Day(s) accepted: **August 31 & Sept. 1st, 2015 8:00am – 5:00pm**

ESTIMATED CHARGES FOR MATERIAL HANDLING:

_____ LBS. x _____ PER CWT .= $_____

Estimated Weight Estimated Rate Sub-Total Estimated Material Handling

Yes, I have completed, signed, and enclosed the Material Authorization Form and Payment Policy Forms

MATERIAL AUTHORIZATION FORM

E Z Expo Services
440 E. BONITA AVE. POMONA CA 91767
Phone: 909-624-1697
Fax: 909-626-6589
email: julio@sprezrents.com

Company Name _____ Booth # _____

We hereby authorize E Z Expo Services (EZ), or its subcontractors, to provide the services necessary to handle our shipment(s) in accordance with the information set forth in the "Material Handling Order Form", further we agree to the following:

1. We have reviewed the "Material Handling Rate Sheet" and understand we will be charged for Material Handling services in accordance with the published rates for such services as are provided.
2. We accept the responsibility for the payment of EZ's charges in connection with the handling of our shipment(s) and we guarantee payment to EZ by the close of the show.
3. We agree to the "Limits of Liabilities" as set forth in the Material Handling Information."
4. We agree that EZ or its subcontractors liability shall be limited to any loss or damage which results solely from EZ's or its subcontractors negligence in the actual physical handling of the items comprising our shipment(s), and not for any other type of loss or damage.
5. With particular reference to paragraphs "3" and "4" of the above, we agree, in connection with the receipt, handling, storage, and reloading of our materials at the convention site (as distinct from EZ's warehouse), that EZ or its subcontractors, will provide its services as our agent, and not as bailee or shipper. If any employee of EZ shall sign a delivery receipt, Bill of Lading, or other documents, we agree that EZ or its subcontractors, will do so as our agent, and we accept the responsibility there of.

   a. Relative to inbound shipments, we recognize that there may be a lapse time between the delivery of our shipment(s) to our booth by EZ or its subcontractors, and the arrival of our representative at the booth during such time our shipment(s) will be left unattended in our booth. We agree that EZ and its subcontractors shall not be responsible for any loss or damage which may occur during such period.

   b. Relative to outgoing shipment(s) after the show, we recognize that there will be a lapse of time between the completion of packing and actual pickup of our materials from our booth for loading onto a carrier, and that during such time our shipment(s) will be left unattended in our booth. We agree that EZ or its subcontractors shall not be responsible for any loss or damage during such period, and we authorize EZ or its subcontractors to adjust the quantities of items on any Bill of Lading submitted by us to EZ or its subcontractors, to conform to the actual count of such items in the booth at the time of pickup

6. We agree, in the event of a dispute with EZ or its subcontractors, relative to any loss or damage to any of our materials or equipment, that we will not withhold payment of any amount due to EZ for drayage or any other services provided by EZ or its subcontractors, as an offset against the amount of the alleged loss or damage. Instead, we agree to pay EZ upon receipt of invoice for all such charges, and we further agree that any claim we may have against EZ or its subcontractors shall be pursued independently by us as a completely separate transaction to be resolved on its own merits.

7. We agree that all questions relating to classification of exhibitor's materials, rates charged or weights used to determine material handling charges shall be submitted to the EZ office indicated on the invoice within thirty days of receipt of the invoice. Complaints received after such period shall not be considered and payment of the invoice shall be made in full.

Company Name:_____ Booth #(s):_____

Address:_____State: _____ Zip: _____

Telephone: ( ) _____ Fax: ( ) _____ Date:_____

Authorized by: _____ Signature: _____
Please Print

MATERIAL HANDLING INFORMATION SHEET

E Z Expo Services
440 E. BONITA AVE. POMONA CA 91767
Phone: 909-624-1697
Fax: 909-626-6589
email: julio@sprezrents.com

E Z Expo Services (EZ) shall not be responsible for shipments delivered to the wrong booth due to improper labeling by the exhibitor. The exhibitor is responsible for the removal of all old shipping and storage labels. EZ shall not be responsible for misdirected shipments or removal of crates to storage due to old labels appearing on crates.

WEIGHT CERTIFICATES: If you are using VAN LINE or your OWN TRUCK, you must provide a CERTIFIED WEIGHT CERTIFICATE. This must be presented at time of delivery of shipment. If not provided, you agree to use EZ Expo Services estimated weights. No credits will be issued after close of show.

All shipments must be prepaid. Collect shipments will not be accepted – No Exceptions.

- **INSURE ALL SHIPMENTS FROM THE TIME THEY LEAVE YOUR COMPANY UNTIL THEY ARE RETURNED FROM THE SHOW.** Your present insurance carrier can add a rider to your current policy.

LIMITS OF LIABILITIES

The following terms and conditions apply to all shipments. Shipments made according to instructions stated herein shall constitute acceptance of said limits.

E Z Expo shall not be responsible for damage to uncrated materials improperly packed or concealed damage.

E Z Expo shall not be responsible for loss, theft, or disappearance of exhibitor's materials after same have been delivered to exhibitor's booth.

E Z Expo shall not be responsible for loss, theft, or disappearance of materials before they are picked up from exhibitor's booth For re-loading after the show. Bills of Lading covering outgoing shipments which are furnished to E Z Expo Services by exhibitors will be checked at time of actual pickup from booth and corrections made where discrepancies occur.

E Z Expo shall not be responsible for loss, damage, or delay due to fire, Acts of God, strikes, lockouts, or work stoppages of any kind, or to any cause beyond its control.

E Z Expo"s liability shall be limited to physical loss or damage to the specific article which is lost or damaged, and in any event

E Z Expo's maximum liability shall be limited to .30 per pound per article with a maximum liability of $50.00 per item or $1,000 per shipment whichever is less.

E Z Expo shall not be liable to any extent whatsoever, for any actual, potential, or assumed loss of profits or revenues, or for any collateral costs, which may result from any loss or damage to an exhibitor's materials which may make it impossible or impractical to exhibit same.

Shipments arriving without advance written order will automatically be handled and charged as described herein, and the consignment or delivery of a shipment to E Z Expo Services by an exhibitor (and/or other shipper acting on behalf of an exhibitor) shall be construed as an acceptance of the terms and conditions set forth herein.

Route your shipments through carriers of services that provide Bills of Lading specifying piece count. A copy of the Bill of Lading indicating the number of pieces, proper description, and weights should be forwarded to E Z Expo Services with a Carriers Pro# and Trailer#.

Shipments left on the floor without forwarding instructions will be shipped out or returned to our warehouse at EZ's discretion (see above). NO LIABILITY OF ANY SORT WILL BE ASSUMED AS A RESULT OF SUCH RE-ROUTING OR HANDLING. To avoid this from happening, confirm arrangements for re-forwarding your shipments, at close of show, by properly filling out Bills of Lading available at the E Z Expo Services' service desk.

If exhibitor's specified carrier fails to pick up, refuses the shipment, or goes to wrong location E Z Expo Services, will be authorized to divert the shipment to another carrier at its discretion. E Z Expo Services will assume no liability in such instance.

IN-BOOTH FORKLIFT & FORKLIFT LABOR ORDER FORM

Deadline for discount: 08-25-2015

E Z Expo Services
440 E. BONITA AVE. POMONA CA 91767
Phone: 909-624-1697
Fax: 909-626-6589
email: julio@sprezrents.com

Company Name_____ Booth # _____

Labor & Equipment Rates

Exhibitors requiring forklifts to assemble displays or when uncrating, unskidding, positioning, and reskidding equipment and machinery will need to estimate their needs below. A forklift is required for moving equipment or materials weighting 200 pounds or more. ***If you require a forklift, a crew will be assigned consisting of a forklift with an operator. Additional workers may be required depending on the nature of the work being performed. If you do not require a forklift, use the Exhibit Installation and Dismantle form to order your exhibit labor.***

Hourly Rate Times		Forklift w/Operator	Worker
Straight	8:00AM to 4:30PM weekdays	$100.00	$71.00
Overtime	Before 8:00AM and after 4:30PM weekdays and all day on weekends	$130.00	$108.00

• 5,000 lb. Maximum capacity. LARGER FORKLIFT AND CRANE SERVICE AVAILABLE BY ADVANCE REQUEST.

The minimum charge for labor is one (l) hour per worker. Gratuities in the form of labor hours for work not actually performed prohibited and will not be honored by E Z Expo services. All rates are subject to change if necessary by increased labor and material costs. If exhibitor fails to use the workers at the time confirmed, a one-hour "No Show" charge will apply per worker.

Order

Reserve forklifts and/or labor below. Starting times can be guaranteed only when labor is requested for 8:00 AM. Confirm labor and forklifts by 2:00 PM the day before date requested. Please have a representative pick up the crew at the EZ Service Desk and supervise the work to be done. Upon completion, the exhibitor's representative will return the crew to the EZ Service Desk and approve the work order.

We will need:	**Date**	**Time (AM) (PM)**	**No. of Fork Lift Crews**	**No. of Extra Workers**
____Installation	_____	_____	_____	_____
____Dismantling	_____	_____	_____	_____

*Allow time for return of empty containers

Describe work to be done:_____
_____

Calculation of Order

Full payment must be received by the deadline date to guarantee forklifts and workers. Please use the formula below to calculate your advance payment. Final invoicing will be done from the actual hours worked.

Number of crews and/or workers needed x hours per worker = _____ Total Estimated Hours
Total Estimated Hours x Rate(s) = _____ Total Estimated Payment

It is not necessary to order forklift labor for unloading freight (see Material Handling Order Form).

SUBTOTAL FOR IN-BOOTH FORKLIFT & LABOR ORDER FORM $ _____
Yes, I have completed and enclosed along with this order the Payment Policy Form

EXHIBIT INSTALLATION & DISMANTLING LABOR ORDER FORM

Deadline for discount: 08-25-2015

E Z Expo Services
440 E. BONITA AVE. POMONA CA 91767
Phone: 909-624-1697
Fax: 909-626-6589
email: julio@sprezrents.com

Company Name _____ Booth # _____

SUPERVISION SERVICES _--- Indicate Service Desired
E Z Expo Services SUPERVISED (Exhibitor does not need to be present)
E Z Expo Services will supervise labor to:

- Unpack and install display before exhibitor arrival at show site. Please include set up instructions with your display.
- Dismantle, pack and arrange to ship display after show closing.

A 25% ($25.00 minimum) surcharge will be added to the labor rates below for this professional supervision. Please include shipping labels and shipping instructions with your display. Please fill out the Outbound Material Handling form. If you choose to ship with the show carrier, E Z Expo Services will arrange for your shipment to be picked up. If you want to use your own carrier you will be responsible to arrange a pick up.

EXHIBITOR SUPERVISED --- (Wait for Exhibitor)
Exhibitor will supervise:

- **Installation**
  Exhibitor will need workers on (Date)_____ at (Time) _____ AM-PM for (Hours) _____
- **Dismantle**
  Exhibitor will need workers on (Date)_____ at (Time) _____ AM-PM for (Hours) _____

Starting time can be guaranteed only when labor is requested for the start of the working day at 8:00 AM. All exhibit labor for 8:00 AM starting times will be dispatched to booth space. For all other starting times, check in at the EZ Service desk one-half (1/2) hour before time requested. If exhibitor fails to use the workers at the time confirmed, a one-hour "No-Show" charge will apply per worker.

DISPLAY LABOR RATES: TIMES: HOURLY RATES:

Straight	8:00AM to 4:30PM weekdays	$71.00
Overtime	Before 8:00AM and after 4:30PM weekdays and all day on weekends	$108.00

The minimum charge for labor is one (l) hour per worker. Labor thereafter is charged in one-half (1/2) hour increments. Gratuities in any form, including cash, gifts, or labor hours for work not actually performed are prohibited. All rates are subject to change if necessitated by increased labor and material costs.

Please estimate the number or workers and hours per worker needed below. Invoices will be calculated according to actual hours worked.

	No. of Workers X	Hour/Workers	= Total Worker Hour	@ Rate	Total
Installation	_____	_____	_____	_____	$_____
Dismantling	_____	_____	_____	_____	$_____
			Total of all items ordered		$_____
			Add 25% ($25.00min.) for EZ Supervised labor		$_____
			Total		$_____

SUBTOTAL FOR EXHIBIT INSTALLATION & DISMANTLING LABOR ORDER FORM $ _____
Yes, I have completed and enclosed along with this order the Payment Policy Form

Outbound Material Handling

E Z Expo Services
440 E. BONITA AVE. POMONA CA 91767
Phone: 909-624-1697
Fax: 909-626-6589
email: julio@sprezrents.com

Company Name _____ Booth # _____

Please fill out Outbound Shipping Information below.

Ship To:

_____
_____
_____

Exhibitor's Carrier:_____

The exhibitor is responsible to schedule a pick up when using their own carrier. Please make sure that the carrier is scheduled to pick up before the scheduled force time.

Date _____ **Time** _____

Please fill in the date and time that you have scheduled your carrier to pick up your shipment.

IMPORTANT

ALL FREIGHT MUST BE PICKED UP BY 9:00 PM ON September 3rd, 2015 OR WILL BE SUBJECT TO FORCED REMOVAL AT EXHIBITOR'S EXPENSE.

HANGING SIGN ORDER FORM

Deadline for discount: 08-25-2015

E Z Expo Services
440 E. BONITA AVE. POMONA CA 91767
Phone: 909-624-1697
Fax: 909-626-6589
email: julio@sprezrents.com

Company Name_____ Booth # _____

GENERAL INFORMATION

1. EZ must hang all signs. No other firm will be allowed to bring high-lift or boom equipment on the show floor during installation or dismantle of the show.
2. All hanging signs must conform to Show Management's rules, regulations, and facility limitations.
3. Both the exhibitor and/or the approved exhibitor appointed contractor will be required to sign a statement guaranteeing the stress points for hanging the sign properly engineered. However, EZ reserves the right to refuse to hang a sign if, in their opinion, it appears to be unsafe.
4. EZ will be responsible for pre-assembling all hanging signs. No approved exhibitor appointed contractor will be allowed to assemble any hanging sign. However, they may supervise.
5. All signs must have rigging points, with the exceptions of cloth banners.
6. All signs requiring electrical must be in working order and in accordance with the National Electrical Codes.
7. Set-up instructions must be provided for signs needing assembly.

Rates for Sign Hanging

Scissorlift

Straight Time (Weekdays 8:00AM-4:30PM)	**$300.00 per Crew Hour**
Overtime (Before 8:00AM and after 4:30PM and weekends)	**$395.00 per Crew Hour**

JLG Snorklelift

(Snorklelift may be used if the Scissorlift does not reach the ceiling in the specified facility)

Straight Time (Weekdays 8:00AM-4:30PM)	**$370.00 per Crew Hour**
Overtime (Before 8:00AM and after 4:30PM and weekends)	**$470.00 per Crew Hour**

Does the Sign Require Assembly? YES NO

	No. of Workers X	Hour/Workers	= Total Worker Hour	@ Rate	Total
Installation	_____	_____	_____	_____	$_____
Dismantling	_____	_____	_____	_____	$_____
			Total of all items ordered		$_____
			Add 25% ($25.00min.) for EZ Supervised labor		$_____
			Total		$_____

Order To Hang Signs

Supervision of the hanging of your sign can be accomplished either by your company representative, an approved appointed contractor, or by EZ. Under your supervision, it is the responsibility of your company to have a representative available at the time of assembly and installation. To facilitate installation prior to heavy freight congestion, ship your sign crate(s) well in advance and separate from other exhibit material to our warehouse address indicated on the enclosed Material Handling & Shipping form. Clearly mark the crate HANGING SIGN/OK TO PROCEED without exhibitor supervision. Note: If it is necessary for your supervision, please indicate your expected arrival time at the facility. ***Full payment must be received by the deadline date to guarantee lifts and workers. Final invoicing will be done from the actual hours.***

NAME OF SUPERVISION_____

Day_____ **Date**_____ **Time**_____

SUBTOTAL HANGING SIGN ORDER FORM (Lift Charge / Up & Down) $ _____

Yes, I have completed and enclosed along with this order the Payment Policy Form.

FIRE DEPARTMENT REGULATIONS

E Z Expo Services
440 E. BONITA AVE. POMONA CA 91767
Phone: 909-624-1697
Fax: 909-626-6589
email: julio@sprezrents.com

For Exhibits, Exhibitions, Display, and Trade shows – Public or Private

BOOTH CONSTRUCTION

- Booths, platforms, and space dividers shall be of materials that are flame-retardant or rendered so, satisfactory to Fire Department representatives.
- Covering for counters or tables used within or as part of the booth shall be flame-retardant.

- All electrical wiring and apparatus will be of a wire UL type approved.

FIRE DEPARTMENT

A permit shall be required for the following:

- Display and operate any heater, barbecue, heat-producing or open flame device, candles, lamps, lanterns, torches, etc.
- Display or operate any electrical, mechanical, or chemical device, which may be deemed hazardous by the Fire Department.
- Use or storage of flammable liquids and dangerous chemicals.

- Display any internal combustion engine (special requirements available on request).

OBSTRUCTIONS

Aisles and exits, as designated on approved show plans, shall be kept clean, clear, and free of obstacles. Booth construction shall be substantial and fixed in position in specified area for the duration of the show. Easels, signs, etc. shall not be placed beyond the booth area into aisles. Fire fighting equipment shall be provided and maintained in accessible, easily seen locations, and may be required to be posted with designating signs.

FIRE-RETARDANT TREATMENT

All decorations, drapes, signs, banners, acoustical materials, cotton, paper, hay, straw, moss, split bamboo, plastic cloth, and similar materials shall be flame-retardant to the satisfaction of the Fire Department. Booth identification banners and signs shall be flame-retardant unless smaller than 1,232 square inches (28" x 44") if separated from other combustibles by a minimum of 12' horizontally and 24" vertically. Oil cloth, tar paper, nylon, and certain other plastic materials cannot be made flame-retardant and their use is prohibited.

COMBUSTIBLES

Literature on display shall be limited to reasonable quantities (one-day supply). Reserve supplies shall be kept in closed containers and stored in a neat and compact manner in a location approved by the Fire Department. All exhibit and display empty cartons must be stored in an approved drayage area. If show is under a 24-hour approved manned Security program, motor vehicles are allowed to retain ¼ tank or less in fuel and gas caps must be taped. Batteries are to be disconnected and taped.

PROPANE CONTAINERS

Containers having a maximum capacity of 12 pounds (nominal 5 pounds LP Gas capacity) are permitted to be used temporarily inside of buildings for public exhibition or demonstration purposes.

SmartCity

LONG BEACH
Conventions | Arena | Performing Arts

INTERNET - NETWORK / TELEPHONE SERVICE CONTRACT

Exhibitor Company Name:	Booth / Room #:	Show Name:
Billing Company Name:		Show Dates: / / To / /
Billing Company Address:		Incentive Order Deadline: 14 Days Prior 1st Day Show Move-in
City, State / Country, Zip:		Phone Number: ( ) -
Contact:	Email:	
Credit Card Number: ☐ AMX ☐ MC ☐ Visa	Expire Date(MM/YY): /	Cell Number: ( ) -
Credit Card Billing Address:	Credit Card Billing City, State / Country, Zip:	
Print Credit Card Holder Name(as it appears on card):	Card Holder Signature:	

A valid credit card number with signature must be on file regardless of payment method. Total payment must accompany order.

With execution of this document the Customer hereby authorizes Smart City to provide services as requested herein, is authorized to request such services and acknowledges full and complete understanding of the Terms and Conditions and Attachments.

View complete Terms & Conditions at: orders.smartcitynetworks.com/tc.aspx?center=044

Print Authorized Name Accepting Terms and Conditions:	Authorized Signature Accepting Terms and Conditions:

Dedicated Wired Internet Routers Allowed	Premium Wired Internet No wired or wireless routers	Basic Wired Internet No wired or wireless routers
Connection speeds of 3Mbps and up	Shared Connection speeds up to 10Mbps	Shared Connection speeds up to 1.54Mbps
Required for: • Web Casting • HD Streaming • Routers(wired or wireless)	**Recommended for**: • Wired Cyber Cafe • Social Media Feeds • Multi Media Downloads	**Recommended for**: • Email • Surfing the Internet
Includes 5 Static Public IP Addresses	**Includes 1 Static Private IP Address**	**Supports 1 device only**

Important! All online orders will receive a 5% discount.

ORDER ONLINE: orders.smartcitynetworks.com/ordering.aspx

*****Incentive rate applies to orders received with payment 14 days prior to 1st day of show move-in*****

1. Shared Internet Services – Routers Prohibited	QTY	Incentive	Base	On-Site	Total
a. Premium Internet Service		$1,095	$1,395	$1,674	
b. Additional Devices for Premium Service		$150	$185	$222	
c. Upgrade to Public IP Address for Premium Internet Service		$199	$299	$358	
d. Basic Internet Service		$695	$895	$1,074	
2. Dedicated Internet Services – Routers Supported					
a. Dedicated 3Mbps		$3,495	$4,370	$5,244	
b. Dedicated 6Mbps		$5,900	$7,375	$8,850	
c. Dedicated 10Mbps		$7,850	$9,810	$11,772	
d. Upgrade to 29 Public Static IP Addresses		$995	$1,194	$1,433	
Higher Bandwidth Services Available – Please call (888) 446-6911 for quote.					
3. Internet Equipment & Labor					
a. Switch Rental – up to 24 ports		$185	$225	$270	
b. Patch Cable (up to 50') – Cat5e		$50	$62	$74	
c. Labor / Floor Work – Fee Per Hour		$125	$125	$125	
4. Voice Services: PBX Service – Domestic LD Included					
a. Single Line – ☐ Instrument, ☐ Non Dial 9, ☐ Int'l LD		$275	$345	$414	
b. Multi-line Phone w/ 1 main number & 1 rollover line		$415	$520	$624	
c. Speaker Phone Line w/ Polycom Instrument		$465	$575	$690	
5. Special Quote – Attachment A or Statement o f Work (if applicable)					
6. Distance Fee of $500 Internet / $100 Telephone for each line outside the convention venue x (number of lines)					
For extension of 3rd party data circuits (ISDN, DSL, T-1, DS3, Ethernet) please call for quote.					
				SUBTOTAL	
Send Completed Orders with Payment and Floor Plan To: SMART CITY NETWORKS 5795 W. Badura Avenue, Suite 110 Las Vegas, NV 89118 (888) 446-6911 FAX (702) 943-6001 csr@smartcity.com				**ESTIMATED 10% TAX / FEES**	
				GRAND TOTAL	

Effective January 1, 2015 – December 31, 2015 | **Customer No: 2015 - 044 -**

Network Security Declaration

Center: Long Beach CC (044) - CA **Company Name:** _____

Show: _____ **Booth / Room #:** _____

Customer / Ref #: 2015 - 044 -

The Network Security Policy implemented for this Facility requires Customer(s) adherence to several necessary precautions in order for Smart City to maintain a healthy, viable network for all Customers. This declaration of compliance with the security requirements as noted herein is an acknowledgement of Smart City's filtering policies and must be completed, signed by an authorized Customer representative and mailed or faxed to Smart City prior to the requested network service(s) being activated for Customer's usage.

Network Security Policy:

Smart City requires that all devices directly or indirectly accessing Smart City's network(s) have the latest virus scan software, Windows® security updates, system patches, and any other technological precautions necessary to protect the Customer(s) and others from viruses, malicious programs, and other disruptive applications. Any device(s) which adversely impacts Smart City's network(s) may cause service interruptions to Customer(s) which can lead to disconnection of the Customer's equipment from the network(s), with or without prior notice at Smart City's sole discretion. The device(s) in question will remain disconnected until all issues are adequately resolved. All charges will apply and no refunds will be given. Additional charges may apply for trouble diagnosis and / or problem resolution.

Smart City has implemented filtering policies on all Internet routers. These filters block all inbound Internet Control Message Protocol (ICMP) -- Ping, Traceroute, etc. -- destined to any Smart City Network(s). Smart City understands that Ping and Traceroute are valuable troubleshooting tools; therefore Smart City's Policy does allow ICMP (Ping & Traceroute) packets sourced from any Smart City network(s).

Further, to avoid infection by common Internet worms (Nachi, MSBlaster, LoveSAN, etc.), Smart City has implemented similar filters on the following TCP and UDP port numbers: UDP – 137, 138, 402, 1434 and TCP – 135, 139, 402, 445, 4444.

Customers requiring inbound or outbound access to any of the filtered ports, should contact a Smart City customer service representative in advance of the event with details of the specific requirements so that Smart City may consider the potential of a customized alternative.

Each Customer's business is important to Smart City and with advanced and timely notification of a Customer's needs we are confident that we can provide network services that perform as expected for all clients.

***** Please inform all show site personnel about the importance of Smart City's Network Security compliance issues *****

***** Services are activated after Smart City is in receipt of this signed declaration of compliance with our network security requirements *****

Device(s) Operating System: _____ Total # of Devices Connecting to Smart City's Network: _____

Type of Anti-Virus Software Installed: ☐ Norton ☐ McAfee ☐ Other: _____

Virus Scan Last Updated - Date: ___ / ___ / ___ Security Updates Last Performed - Date: ___ / ___ / ___

Are You Renting Computers? ☐ Yes ☐ No Rental Company Name: _____

Rental Company Contact: _____ Contact Number: _____

With execution of this document the Customer hereby attests that Customer provided equipment, which will be connected to Smart City's network(s) at the above noted Facility and Show / Event has been properly protected, contains anti-virus software, and the latest patches and security updates have been installed. Customer(s) also accepts the responsibility for the performance of Customer's equipment and understands the conditions placed on service delivery by this document as well as the potential that additional charges may be incurred should Customer's equipment be found to adversely impact Smart City's network(s) performance. The Customer acknowledges that this Network Security Declaration is part of the Customer Contract allowing Smart City to provide requested service(s) and is subject to change without notice.

_____ _____

Signature Date

_____ _____

Printed Name Title

5795 W. Badura Ave, Suite 110 • Las Vegas • Nevada 89118 • (888) 446-6911 • (702) 943-6087 • Fax (702) 943-6001

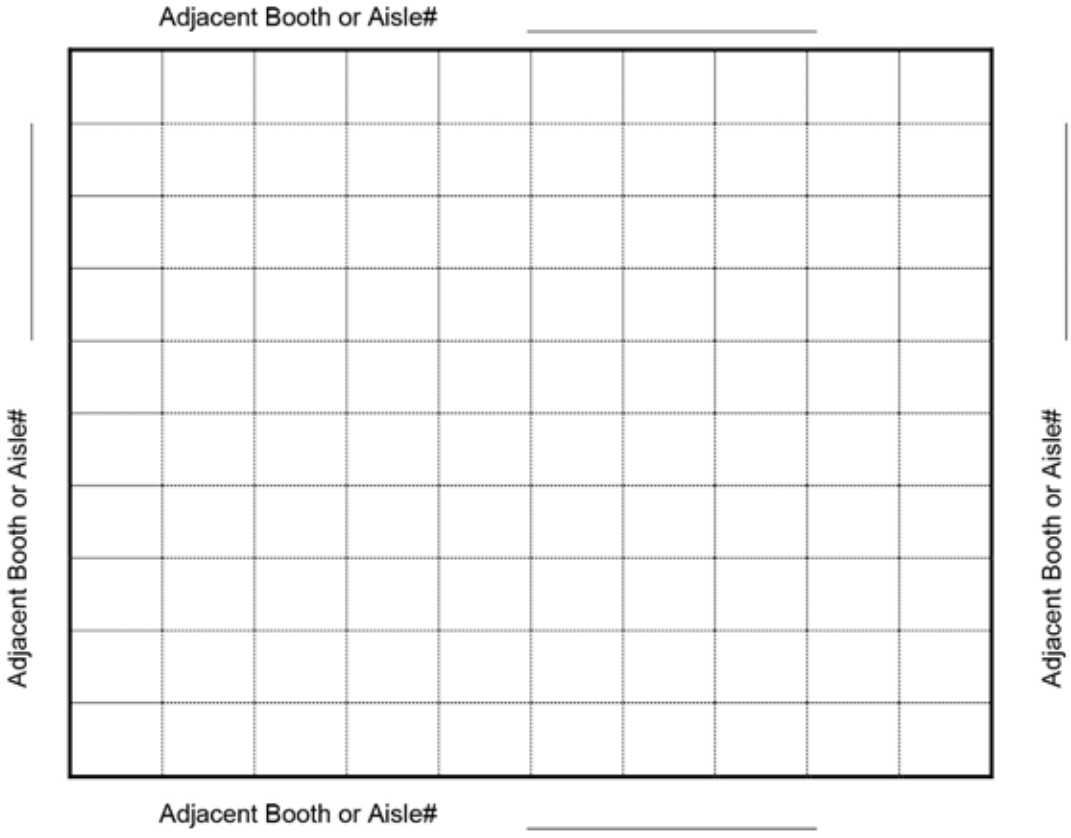
SmartCity

Floor Plan – Communications Cable

Center: Long Beach CC (044) - CA
Show:
Company Name:
Booth / Room #:
Customer / Ref #: 2015 - 044 -

Voice and Data communications cabling. Smart City is the **exclusive installer** of Voice and Data communications cabling. Smart City provides cabling to booths, within booths (under carpet and flooring) and from booth-to-booth. Fiber Optic, twisted pair (Category 3, 5 and 6) and all other data and telecommunication cable fall under Smart City's area of expertise.

IMPORTANT!! Prior to installation of service, a complete floor plan is required. Please utilize this grid should you not have your own floor plan to send us. You may use a different floor plan for each service group (Telephone, Internet, etc.) or combine all services on one floor plan. For a floor plan to be considered complete it **must** include all the information listed below (Main Distribution Location "MDL", designated location of items within the booth, surrounding booths, scale-length and width).



X = Main Distribution Location (**MDL**) – The originating line(s) for service, whether from overhead, a floor pocket or a column, will be delivered to a "**MDL**" before being distributed within your booth. Example: Storage area, back of booth, etc. (unless specified, the default for the "**MDL**" will be the back of the booth or at Smart City's discretion, the most convenient location). All distribution of services to their final destination within the booth will originate from the "**MDL**". A per line move fee will apply to relocate services within your booth after they have been engineered and / or installed.

T = Location of Telephones, Fax lines or other telecommunications equipment "**T**".

I / H / PC / C = Location of primary Internet Service "**I**", Hubs "**H**", Patch Cables "**PC**" and / or Computers "**C**". For Smart City to perform your floor work, you will need to indicate the location of each item you want cabled. Make sure to order your floor work, hubs, and patch cables early and in advance of the show moving in.

Orientation = The Booth or Aisle #'s surrounding your booth. A minimum of one surrounding Booth or Aisle # is required (two or more would be more helpful) for Smart City to accurately install your services.

Size = Booth dimensions (example 10x10) _____ . **Scale** = 1 Box is equal to _____ ft.

5795 W. Badura Ave, Suite 110 • Las Vegas • Nevada 89118 • (888) 446-6911 • (702) 943-6087 • Fax (702) 943-6001

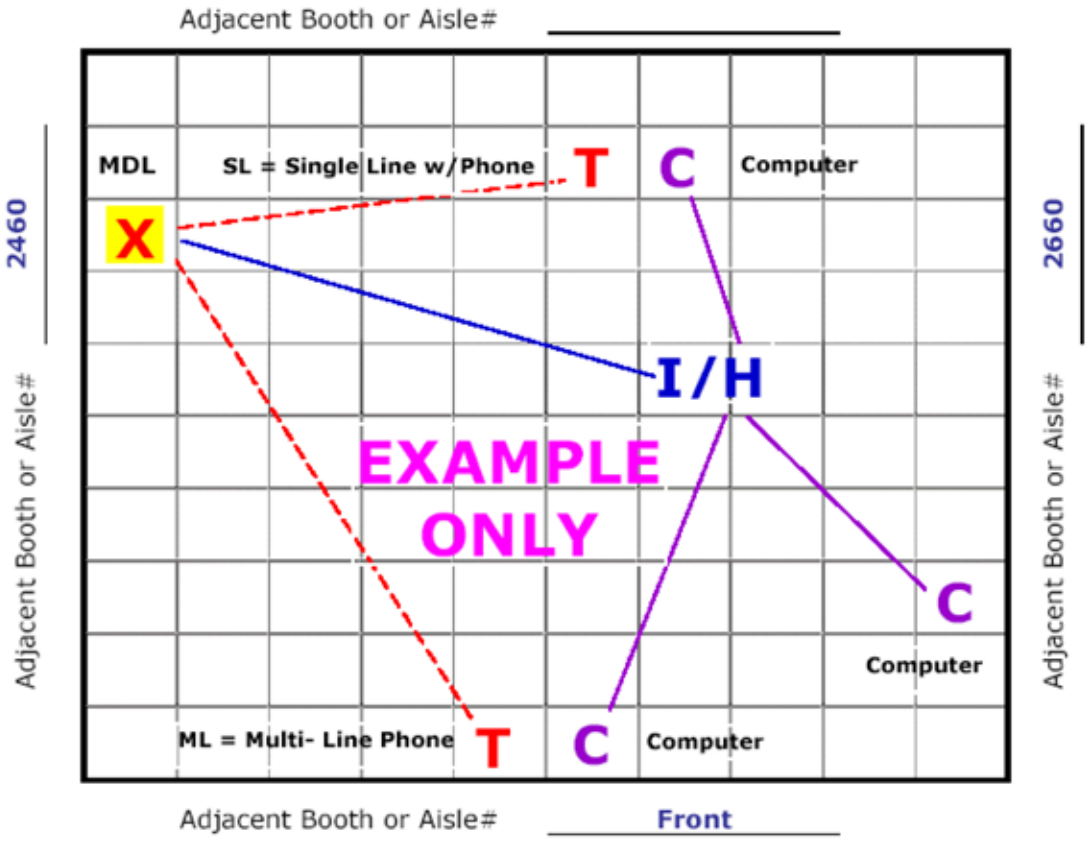
SmartCity

Floor Plan – Communications Cable

Center: Long Beach CC (044) - CA
Show: ABC EXAMPLE SHOW
Company Name: ABC EXAMPLE COMPANY
Booth / Room #: 1234
Customer / Ref #: 2015 - 044 - XXX - XXXX

Voice and Data communications cabling. Smart City is the **exclusive installer** of Voice and Data communications cabling. Smart City provides cabling to booths, within booths (under carpet and flooring) and from booth-to-booth. Fiber Optic, twisted pair (Category 3, 5 and 6), coaxial and all other data and telecommunication cable fall under Smart City's area of expertise.

IMPORTANT!! Prior to installation of service, a complete floor plan is required. Please utilize this grid should you not have your own floor plan to send us. You may use a different floor plan for each service group (Telephone, Internet, etc.) or combine all services on one floor plan. For a floor plan to be considered complete it **must** include all the information listed below (Main Distribution Location "MDL", designated location of items within the booth, surrounding booths, scale-length and width).



X = Main Distribution Location (**MDL**) – The originating line(s) for service, whether from overhead, a floor pocket or a column, will be delivered to a "**MDL**" before being distributed within your booth. Example: Storage area, back of booth, etc. (unless specified, the default for the "**MDL**" will be the back of the booth or at Smart City's discretion, the most convenient location). All distribution of services to their final destination within the booth will originate from the "**MDL**". A per line move fee will apply to relocate services within your booth after they have been engineered and / or installed.

T = Location of Telephones, Fax lines or other telecommunications equipment "**T**".

I / H / PC / C = Location of primary Internet Service "**I**", Hubs "**H**", Patch Cables "**PC**" and / or Computers "**C**". For Smart City to perform your floor work, you will need to indicate the location of each item you want cabled. Make sure to order your floor work, hubs, and patch cables early and in advance of the show moving in.

Orientation = The Booth or Aisle #'s surrounding your booth. A minimum of one surrounding Booth or Aisle # is required (two or more would be more helpful) for Smart City to accurately install your services.

Size = Booth dimensions (example 10x10) 20 x 20 . **Scale** = 1 Box is equal to 2 ft.

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SmartCity

Smart City Wireless Services • Long Beach Convention Center

Wi-Fi Quick Access Guide

Wireless services are now a self-service option you may purchase at any time.

LONG BEACH
Exhibitor Internet
Welcome to the Long Beach Convention Center
Learn more about the Long Beach Convention Center
CLICK HERE
$ 99.95 for 1 day
ascent solutions

- Open your browser *(Internet Explorer, Firefox, or other standard browser).*
- You should see a page resembling the graphic shown.*
- If this is your initial purchase, enter your user name (email address) and password in the area shown on the left and click BUY NOW. Follow additional prompts to complete your purchase or log-in. Refer to service options and limitations shown to the right.
- If you have already created an account and are returning for an additional session click LOGIN.
- *Please note User Name and Password are Case SensiTive.*

*If you do not see the above screenshot when you open your browser please refresh your browser. If you still do not see this page you may need to manually select the SSID (network name) by following your computer's procedure for viewing and selecting a wireless network. The Smart City SSIDs you will look for are "Exhibitor Internet" or "Instant Internet" or "Free Internet".

Available Wireless Options

Depending on where you are in the facility, you will see one or both of the following SSIDs (network names). Although you may see both networks, they are not actually supported in all areas. These networks are supported only in the areas listed. Choose the option which bests suits your location and requirements. All wireless services have private IP addresses.

- **Exhibitor Internet** - Available in *Exhibit Halls only*. **Not** available in common areas (hallway, meeting rooms or lobby areas). Price is $79.99 / 24 hr ; $159.99 / 3 day; $239.99 / 5 day (up to 1.54Mbps up/1.54Mbps down).
- **Instant Internet** - Available in *Meeting Rooms, Promenade Lobby, Arena, Dressing rooms, Terrace & Center Theater Lobbies.* Not available in Exhibit Halls. Price is $12.95 per 24 clock hours per computer (up to 256k up/512k down).
- **Free Internet** - Available in *Promenade Lobby, Arena Lobby, Terrace & Center Theater Lobbies* Not available in Exhibit Halls or Meeting Rooms. (up to 128k up/256k down).

SmartCity

Questions? Please call Smart City at
888-446-6911

Also Available from Smart City:
Wired Internet and Telephone Services

REVISED 5/24/2012

SmartSource®
COMPUTER & AUDIO VISUAL RENTALS

THE 2015 - LONG BEACH LANDSCAPE EXPO

DESIGN • BUILD • MAINTAIN • SUPPLY

Click Here To Order Online

265 Oser Avenue | Hauppauge, NY 11788
p. (800) 955-5171 | f. (917) 591-8021
e. Leads@SmartSourceRentals.com

Discount Price Deadline Date: Saturday, August 15th, 2015
Orders Accepted Until: Monday, August 24th, 2015

Lead Retrieval Order Information

Company Name: _____ Booth Number _____

Address: _____ City: _____ State: _____ Zip Code: _____

Ordered By: _____ Date: _____ Phone: _____ Email: _____

Onsite Contact: _____ Cell: _____ Email: _____

Send Data Access Username and Password to:

Name: _____ Phone: _____ Email: _____

Email confirmation including rental agreement and credit card receipt will be sent to the orderer's email address within (1) one business day of submitting this form.
If order is not confirmed within this time period, please call (800) 955-5171.

LEAD CAPTURE A LA CARTE PRODUCTS & ACCESSORIES

	Discount Available until 8/15/15	Orders Accepted Until 8/24/15	Qty	Total
LeadValu Lead Retrieval Software* (For those using their own hardware.) Software includes mobile app, event set-up and post-show management.	$250	$275	_____	$_____
Additional Software Licenses* (For those using their own hardware.) Not a standalone item. Must be ordered with original license. License is non-transferrable.	$150	$150	_____	$_____
iPad® with LeadValu Software	$375	$425	_____	$_____
iPad® Strap (For use with iPad® only.)	$20	$25	_____	$_____
Swiftium Lead Capture Device	$275	$305	_____	$_____
Bluetooth Printer (For use with Swiftium only.)	$65	$85	_____	$_____
Additional Rolls of Printer Paper	$9	$19	_____	$_____
Instant Email Blast (For use with Swiftium only.)	$95	Not Available	_____	$_____
Custom Qualifiers/Questions	$75	$95	_____	$_____
Booth Delivery & Setup (A representative must be present in your booth for delivery to take place.)	$75	$95	☐	$_____

If delivery is ordered, you must be present at the date/time specified or we cannot guarantee delivery. Forfeited deliveries will not be refunded and must be picked up from the service desk.

Delivery Date/Time: _____
2 hour window required.

Service Desk Pickup
Unless "Booth Delivery & Setup" is selected, all equipment must be picked up from the SmartSource Service Desk within (2) two hours of the show floor opening. Upon close of show, all devices and supporting equipment must be returned to the SmartSource Service Desk within (1) one hour.

No refunds made to any order cancelled within 7 days of show start. Prices are subject to change without notice. Drayage and union fees are not included. All rentals include 24/7 service and support at 800.476.9959.

*PLEASE NOTE: LeadValu runs on iOS 6, 7, or 8. The following devices are supported: iPod Touch (5th generation or later), iPhone 4 or later, iPad Mini, iPad (3rd generation or later). Android versions: Lollipop 5.0 and KitKat 4.4 – The device must have a rear facing camera of 5 megapixels or greater (cannot have a fixed-focus camera).

LASTR Tax 8%: $_____

Total: $_____

Credit Card Payment Information

Card Number: _____

Expiration Date: _____ Code: _____

Cardholder Name: _____

☐ Same as above.

Address: _____

City: _____ State: _____ Zip Code: _____

Cardholder Signature: _____

Cardholder acknowledges and agrees to the Terms and Conditions available upon request and authorizes this credit card to be used as payment for this rental/ onsite additions.

Show Name: Long Beach Landscape Expo | Show Venue: Long Beach CC | Show Code: LAND0915

SmartSource®
COMPUTER & AUDIO VISUAL RENTALS

265 Oser Avenue | Hauppauge, NY 11788
p. (800) 955-5171 | f. (917) 591-8021
e. Leads@SmartSourceRentals.com

THE 2015 - LONG BEACH LANDSCAPE EXPO

DESIGN • BUILD • MAINTAIN • SUPPLY

Deadline Date: Saturday, August 15th, 2015

Custom Qualifiers/Question Order Information

Company Name: _____ Number of Devices Ordered: _____ Booth Number: _____

Address: _____ City: _____ State: _____ Zip Code: _____

Ordered By: _____ Date: _____ Phone: _____ Email: _____

Onsite Contact: _____ Cell: _____ Email: _____

Custom Qualifiers/Question Order Instruction and Detail

Please list your custom qualifiers below. Your list of custom qualifiers will be pre-programmed onto your scanner prior to pickup/delivery of your device(s) at the show.

The Following Characters May Not Be Entered As Part Of The Qualifiers:
Apostrophes ('), Slashes (/), Backslashes (\), Dots (.), Carrots (^), and Quotes (")

Maximum of 30 characters per code.

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____
14. _____
15. _____
16. _____
17. _____
18. _____
19. _____
20. _____

The following is a list of the standard qualifiers that are included with your Lead Retrieval Device.

- Specific Product/Service Need
- Plan to Purchase Within Year
- Long Term Plan to Purchase
- Budget in Place
- Decision Maker
- Project Manager
- Influences Decision
- Provide Product/Service Info
- Follow-up Email/Phone
- Setup Post-show Conference Call
- Setup Post-show Web Demo
- Setup Post-show Meeting

Show Name: Long Beach Landscape Expo | Show Venue: Long Beach CC | Show Code: LAND0915

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THE 2015 - LONG BEACH
LANDSCAPE EXPO
DESIGN • BUILD • MAINTAIN • SUPPLY

Deadline Date: Saturday, August 15th, 2015

Instant Email Blast Order Information

Company Name: _____ Number of Devices Ordered: _____ Booth Number: _____

Address: _____ City: _____ State: _____ Zip Code: _____

Ordered By: _____ Date: _____ Phone: _____ Email: _____

Onsite Contact: _____ Cell: _____ Email: _____

Instant Email Blast Order Instruction and Detail

SmartSource Rentals' lead retrieval systems offer the ability to generate customized emails. These emails are automatically sent to attendees upon scanning a barcoded badge containing a valid email address.

Please complete the information below. Maximum of 560 characters per email.

Email Address of Sender: _____
Ex. Noreply@smartsourcerentals.com

Subject Line of Email: _____
Maximum of 25 characters, including spaces.

Would you like to include a 1-page PDF document with this email?

☐ No

☐ Yes If yes, name of PDF document: _____
Please email this PDF document along with this form.

Email Message: *Maximum of 560 characters, including spaces.*

Show Name: Long Beach Landscape Expo | Show Venue: Long Beach CC | Show Code: LAND0915

E ☐ M ☐

ELECTRICAL ORDER FORM

Advance Payment Deadline Date: 08/19/15

EDLEN
The Power People

ELECTRICAL EXHIBITION SERVICES
715 Hundley Way, Placentia, CA 92870
Phone: (714) 985-1480 Fax: (714) 985-1481
anaheim@edlen.com

COMPANY:		BTH #	
EVENT:	**The 2015 Landscape Expo**		
FACILITY:	**Long Beach Convention Center**		
DATES:	**September 2 - 3, 2015**	EVENT #:	**095032LA**

FOR YOUR CONVENIENCE PLACE YOUR ORDER ONLINE AT WWW.EDLEN.COM

ORDER INSTRUCTIONS

120 VOLT POWER DELIVERY

The cost of 120-Volt outlets includes delivery to one location in island booths and to one location at the rear of inline or peninsula booths. If you require the outlets to be distributed to any other location, material and labor charges apply. There is a minimum charge of 1 hour for installation & 1/2 hour for removal. Complete and return the Electrical Labor Order Form along with a floor plan layout of your booth space indicating outlet locations.

ISLAND BOOTHS

Include a floor plan layout of your booth space indicating all outlet locations with measurements and orientation. If a main power drop/delivery location is not indicated on the floor plan, Edlen will deliver to the most convenient location.

208/480VOLT SERVICES

If you require 208 volt or higher services please call for a quote. Edlen electricians must make all high voltage connections and disconnects. This is done on a time and material basis. Please complete the Electrical Labor Order Form to schedule your estimated connection time and return it with this order form.

24 HOUR SERVICES

Electricity will be turned on within 30 minutes of show opening and off within 30 minutes of show closing, show days only. If you require power at any other time order 24 hour power at double the outlet rate.

LIGHTING

Overhead lights are installed on time and material basis. In the event 1000 watt overhead quartz lights cannot be mounted to existing catwalks in the convention hall, lift charges will apply. Call for quote. Pole lights are installed at rear or side rail of in-line booths. Time and material applies to all other locations.

Form 120-0314LA

ELECTRICAL OUTLETS — Approximately 120V/208V A.C. 60 Cycle - Prices are for entire event

120 VOLT	QTY Show Hours Only	QTY 24hrs/day Double rate	ADVANCE PAYMENT PRICE	REGULAR PAYMENT PRICE	TOTAL COST
500 WATTS (5 AMPS)			110.00	165.00	
1000 WATTS (10 AMPS)			199.00	299.00	
1500 WATTS (15 AMPS)			224.00	336.00	
2000 WATTS (20 AMPS)			250.00	375.00	
MISC. REQUIREMENTS					

LIGHTS (Cost of Arm & Pole lights include power and 1 hour labor to install and remove)

1000 WATT OVERHEAD LIGHT		247.00	372.00	
8' POLE LIGHT WITH 1 FIXTURE		115.00	174.00	
8' POLE LIGHT WITH 2 FIXTURES		115.00	174.00	

MATERIAL RENTAL (Exhibitor must pick up items at electrical service center on show site)

15' EXTENSION CORD		23.00	
POWER STRIP		23.00	

ELECTRICAL LABOR

ST (Mon-Fri, 8am-4:30pm, excluding holidays)		104.00	
OT (Mon-Fri, 4:30pm-8am, Sat, Sun & holidays)		208.00	

PLACE TOTAL HERE	
PRINT NAME:	
AUTHORIZED SIGNATURE:	DATE:
EMAIL:	PHONE:

TERMS & CONDITIONS: I agree in placing this order that I have accepted Edlen's payment policy and the terms and conditions of contract.

The "Method of Payment" form must be completed and returned with this order form.

TERMS & CONDITIONS

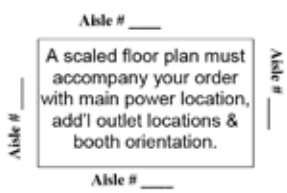
1. Order with payment & floor plan (for island booths or any booth requiring distribution of electrical services) must be received no later than the deadline date on the front of this form for advance payment rates to apply. Orders faxed or mailed without payment and required floor plan will not be guaranteed advance rates. Orders received after the deadline date will be charged at the regular rate. A purchase order or photocopy of a check are not considered valid forms of payment for securing advanced rate.
2. In the event order totals are calculated incorrectly, Edlen reserves the right to make the necessary corrections and charge the corrected amount. Exhibitors will be notified by email or fax of any such corrections.
3. Outlet rates listed include bringing the services to one location in island booths and to one location at the rear of in-line and peninsula booths.
4. Outlet rates listed ***do not*** include the connection of any equipment, special wiring, or distribution of the outlets to other location's within the booth space. Distribution to all other locations *regardless of booth type* require labor and is performed on a time and material basis. Exhibitors are invited to contact the local Edlen office to discuss any additional costs that may be incurred.
5. A separate outlet must be ordered for each location where an electrical service is required. 5 amps or 500 watts is the minimum amount of power that can be ordered for any one location. Power must be ordered according to peak amperage ratings.
6. Island booths - If a floor plan showing main power location is not submitted to Edlen prior to our first move-in date, Edlen will deliver the power to the most convenient location.
7. Labor rates are based on current wage scales and are subject to change in the event of a wage increase after rates have been published. A minimum charge of (1) hour labor will apply for all installation work. The removal of this work will be charged a minimum of 1/2 hour or 1/2 the total time of installation.
8. In the event 1000 watt overhead quartz lights cannot be mounted to existing catwalks in the convention hall, lift and labor charges will apply. Please contact our local office to discuss any additional charges.
9. Edlen employees are authorized to cut floor coverings when essential for installation of services unless otherwise directed.
10. Edlen is the exclusive provider of all material and equipment used in the distribution of temporary electrical services throughout the exhibit hall including the exhibitors booth space. This material is provided on a rental basis ONLY and remains the property of Edlen. It shall be removed only by Edlen employees.
11. Any extension cords or power strips ordered on the front of this form should be picked up at the service desk. Credit will not be not issued for unused items.
12. Standard wall and other permanent building utility outlets or sockets are not part of a booth space and may not be used by exhibitors unless electrical services have been ordered through Edlen.
13. All equipment regardless of source of power, must comply with federal, state and local codes. Edlen reserves the right to inspect all electrical devices and connections to ensure compliance with all codes, for which labor charges can be incurred. Edlen is required to refuse connections where the Exhibitor wiring or equipment is not in accordance with electrical codes.
14. All electrical equipment must be properly tagged and wired with complete information as to the type of current, voltage, phase, cycle, horsepower, etc., required for operation.
15. All Exhibitors' cords must be a minimum of 14 gauge, 3 wire and grounded. Two (2) wire extension cords are not allowed. All exposed, non-current carrying metal parts of fixed equipment which are liable to be energized, shall be grounded.
16. Payment in full must be rendered during the event. Exhibitors ARE NOT billed for services provided. Services may be interrupted if payment is not received.
17. Credit will not be given for services installed and not used. All orders are subject to a 25% cancellation fee if cancelled in writing & received by Edlen within 14 calendar days prior to show opening. Except sales tax, Edlen will not refund overpayment in amounts less than $50.00 unless specifically requested in writing.
18. Claims will not be considered or adjustments made unless filed in writing by Exhibitor prior to the close of the event.
19. Exhibitor holds Edlen harmless for any and all losses of power beyond Edlen's control, including, but not limited to, losses due to utility company failure, permanent power distribution failure, power failure caused by vandalism, faulty Exhibitor equipment or overloads caused by Exhibitor.
20. It is agreed that in the event it becomes necessary to turn this matter over to an attorney for collection, or to file a lien, or foreclosure, or otherwise, Exhibitor will pay Edlen its attorney fees or applicable agency fees.
21. A service charge of 1.5% per month on any unpaid balances will be assessed starting 10 days after date of invoice. A $25.00 service charge will be assessed for all returned checks and credit cards. Exhibitor agrees to reimburse Edlen for all applicable rental taxes.
22. By signing this and/or the Method of Payment form, exhibitor hereby agrees to all terms and conditions on this order form.

COMMONLY ASKED QUESTION - WHERE WILL MY OUTLET BE LOCATED?

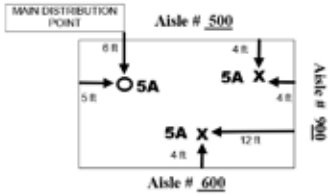
Outlets are located as depicted below for inline & peninsula booths. All other locations require labor on a time & material basis. Exhibitors with hard wall booths must make arrangements with Edlen to bring power inside the booth on a time and material basis.

(IN-LINE BTHS) (PENINSULA)

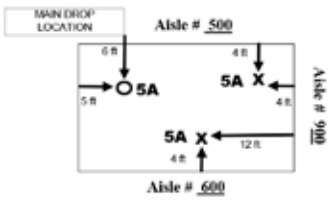
(BACK TO BACK PENINSULAS)


Aisle # ____
A scaled floor plan must accompany your order with main power location, add'l outlet locations & booth orientation.
Aisle # ____
Aisle # ____
Aisle # ____

ISLAND BOOTHS



EXAMPLE-FLOOR POWER



EXAMPLE-CEILING POWER

FOR OTHER COMMONLY ASKED QUESTIONS VISIT OUR WEB SITE @ WWW.EDLEN.COM OR CALL THE NUMBER ON THE FRONT OF THIS FORM.

ELECTRICAL LABOR FORM

Advance Payment Deadline Date: 08/19/15

EDLEN
The Power People
ELECTRICAL EXHIBITION SERVICES
715 Hundley Way, Placentia, CA 92870
Phone: (714) 985-1480 Fax: (714) 985-1481
anaheim@edlen.com

COMPANY:		**BTH #**	
EVENT:	**The 2015 Landscape Expo**		
FACILITY:	**Long Beach Convention Center**		
DATES:	**September 2 - 3, 2015**	EVENT#:	**095032LA**

ELECTRICAL JURISDICTION

The work described below falls within the jurisdiction of the electrical union and cannot be performed by any other union, I&D house or exhibitor. Please feel free to contact our office for clarification of scope of work.

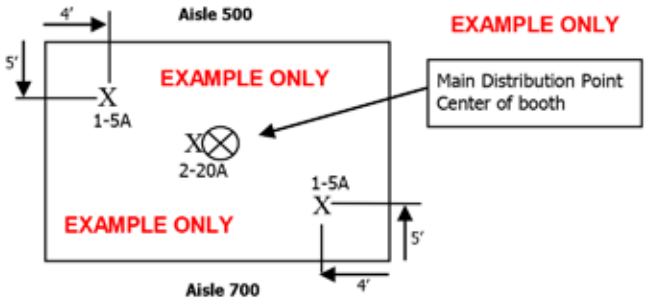
ELECTRICAL LABOR IS REQUIRED FOR THE FOLLOWING WORK

1. Electrical distribution under carpet
2. Connection of all 208V or higher services
3. Hardwiring of any electrical apparatus
4. Overhead power distribution
5. Wiring of overhead signs
6. Assembly & Installation of lighting hung from truss or ceiling
7. Installation of lighting requiring tools for installation

POWER DISTRIBUTION - PLEASE PROVIDE THE FOLLOWING INFORMATION

1. Floor Plan layout of your booth space:
   - A. Floor plans must include exact outlet locations with dimensions or be to scale.
   - B. Floor plans must reflect booth orientation. Please note surrounding booth or aisle numbers.
   - C. Power comes from the ceiling. Identify a main power location we can deliver the power to. Power is distributed from that point.

   The Following Illustration is an Example: 20x30 Island Booth



2. Date you will begin building your booth _____ Estimated time _____
3. Show Site Contact with authority to make additions or changes to your order

   Contact Name _____

   Contact Company _____

   Contact Cell # _____

4. Credit card information must be on file before any labor begins in your booth space. Please provide this information on your method of payment form.

PLEASE USE THE BACK OF THIS FORM TO REQUEST ALL OTHER ELECTRICAL LABOR

ELECTRICAL LABOR FORM

Advance Payment Deadline Date: 08/19/15

EDLEN
The Power People

ELECTRICAL EXHIBITION SERVICES
715 Hundley Way, Placentia, CA 92870
Phone: (714) 985-1480 Fax: (714) 985-1481
anaheim@edlen.com

COMPANY:		BTH #	
EVENT:	**The 2015 Landscape Expo**		
FACILITY:	**Long Beach Convention Center**		
DATES:	**September 2 - 3, 2015**	EVENT #:	**095032LA**

ELECTRICAL LABOR/LIFT RATES & RULES

Please be advised that labor start times cannot be guaranteed. If no time is provided, work will be performed on a first-come first-serve basis. A representative must come to Edlen's Labor Desk prior to each individual labor call to confirm that booth is ready for such labor. If labor is dispatched at the requested time and no "exhibitor supervisor" is available, a minimum 1/2 hour labor charge per electrician will apply. A minimum labor charge of 1 hour will apply per man for installation. Dismantle time will be calculated at 1/2 of the total installation time.

LABOR RATES

Straight time ..... 104.00 per hour

Monday-Friday 8:00am - 4:30pm, excluding holidays

Overtime ..... 208.00 per hour

Monday-Friday 4:30pm - 8:00am, all day Saturday, Sunday & Holidays

LIFT RATES

Lift 227.00 per hour

Lift charges will apply to for all overhead work such as; light installation overhead, power or data cable distribution overhead, hanging signs, etc. Lift cost does not include operator. Call for a quote.

LABOR REQUIRMENTS (Please complete all the sections below)

If you require any additional electrical work in your booth, please provide us with a production schedule with the dates, times, number of men required and the type of work requested. This will assist us in accommodating your labor needs.

Example

Day	Monday	Date	1/5	# Men	4	Time	8:00 am	Work required	Assemble & hang truss/lights
Day	Tuesday	Date	1/6	# Men	1	Time	12:30pm	Work required	Wire electric sign

Day		Date		# Men		Time		Work required	
Day		Date		# Men		Time		Work required	
Day		Date		# Men		Time		Work required	
Day		Date		# Men		Time		Work required	
Day		Date		# Men		Time		Work required	
Day		Date		# Men		Time		Work required	

SHOW SITE SUPERVISOR

Contact Name:		Company:	
Cell Number:		Email address:	

PLEASE PROVIDE CREDIT CARD INFORMATION ON THE METHOD OF PAYMENT FORM

Credit card information must be on file before any of the requested labor is performed.

METHOD OF PAYMENT FORM

Advance Payment Deadline Date: 08/19/15

EDLEN
The Power People

ELECTRICAL EXHIBITION SERVICES
715 Hundley Way, Placentia, CA 92870
Phone: (714) 985-1480 Fax: (714) 985-1481
anaheim@edlen.com

COMPANY:		**BTH #**	
EVENT:	**The 2015 Landscape Expo**		
FACILITY:	**Long Beach Convention Center**		
DATES:	**September 2 - 3, 2015**	EVENT #:	**095032LA**

EXHIBITOR INFORMATION

COMPANY NAME:		PHONE:
ADDRESS:		FAX:
CITY:	ST:	ZIP:
COUNTRY:		CELL:
EMAIL:		

METHOD OF PAYMENT

All transactions require a credit card on file with proper authorization. In addition to checks, Edlen also accepts American Express, Master Card, Visa, Discover, ACH and Wire Transfers. Indicate form of payment below.

☐ **COMPANY CHECK**

Please make check payable to: Edlen Electrical. All foreign checks must be drawn on U.S. Banks only. For those booths that require labor a credit card must be on file. Please reference the Event # listed above on your remittance.

☐ **CREDIT CARD**

For your convenience, we will use this authorization to charge any remaining balances on your account prior to event closing. A copy of final charges will be sent to the email address provided in the payment information section.

☐ **VISA** ☐ **MASTER CARD** ☐ **AMX** ☐ **DISCOVER**

☐ **BANK WIRE TRANSFER INFORMATION ***

Bank transfer to Bank of America
Wire Transfer:
ABA#: 026009593 Acct: 33855214
International Wire Transfer:
Swift Code: BOFAUS3N Acct: 33855214

*** $25 processing fee MUST be included with transfer.**

☐ **ACH ELECTRONIC PAYMENT TRANSFER**

Bank of America ABA# 125000024 Acct: 33855214
6900 Westcliff Drive, Las Vegas, NV 89145
Phone: 888.852.5000 Ext 6007

Please note the financial institution MUST be based in the US. In order to avoid a transfer fee, you must notify the financial institution that you wish to make an ACH electronic payment transfer.

CHECK AND CREDIT CARD INFORMATION

CHECK #				
CREDIT CARD NUMBER:			EXP DATE:	
CARD HOLDER SIGN:	PRINT NAME:			
EMAIL ADDRESS:		THIRD PARTY: YES or NO		
CREDIT CARD ADDRESS INFORMATION IF DIFFERENT THAN INFORMATION ABOVE				
ADDRESS:	CITY:	ST:	ZIP:	

By signing and placing this order, I accept all payment policies and the terms and conditions outlined on all service order forms completed.

PLEASE SIGN		
	AUTHORIZED SIGNATURE	
	PRINT NAME	DATE

SERVICE TOTALS

ELECTRICAL/LABOR/MATERIAL	
PLUMBING	
LIGHTING	
TOTAL DUE	

ELECTRICAL LAYOUT FORM

Advance Payment Deadline Date: 08/19/15

EDLEN
The Power People

ELECTRICAL EXHIBITION SERVICES
715 Hundley Way, Placentia, CA 92870
Phone: (714) 985-1480 Fax: (714) 985-1481
anaheim@edlen.com

COMPANY:		BTH #	
EVENT:	**The 2015 Landscape Expo**		
FACILITY:	**Long Beach Convention Center**		
DATES:	**September 2 - 3, 2015**	EVENT #: **095032LA**	

Use the grid below to indicate the location of each electrical outlet ordered. If power is only required at the rear of an in-line booth this form is not necessary.

Indicate booth type: Island ☐ Peninsula ☐ Inline ☐ Provide aisle or adjacent booth #'s for orientation

Power is brought to one location in island booths and then distributed from that point. Indicate this location and all other outlet locations using the legend below:

X = Main Distribution Point ◆ = 5amp/500watt ▲ = 10amp/1000watt ★ = 15amp/1500watt ● = 20amp/2000 watt

Indicate the layout scale and total square footage. Example: 1 Square = 1 Foot

_____Square = _____Ft Total Square Footage = _____

Adjacent Booth or Aisle # _____

Adjacent Booth or Aisle # _____

Adjacent Booth or Aisle # _____

Adjacent Booth or Aisle # _____

Landscape Communications 2015
Long Beach Convention Center
Sept. 2 & 3, 2015

PROJECTION Audio / Video / Data Order Form

THE 2015 - LONG BEACH LANDSCAPE EXPO
DESIGN • BUILD • MAINTAIN • SUPPLY

Video Equipment	Qty	Advance Rate see deadline>	Regular Rate	Total
Digital CATV Connection (basic cable channels) plus labor		$950	$1,350	
Analog SD CATV Connection (basic cable channels) plus labor		$350	$450	
DVD Player		$150	$180	
DV CamCorder w/ tripod		$375	$450	
54" Monitor Cart with Skirt		$40	$48	
Computers				
P4 Desktop CPU, with 17" flat screen (XP , Office)		$275	$325	
Standard Laptop with lock , XP & Office		$450	$500	
Premium Laptop with wi-fi , lock (Windows 7 or XP, Office)		$475	$525	
Apple i-Pad 2		525	$575	
Mac Laptop or Desktop Computers -Upon Request		**CALL**	**CALL**	
Video / Data Display	**Qty**	**Pre-Show Rate**	**On-Site Rate**	**Total**
Video / Data LCD Projector (3000 Lumens , S-XGA)		$750	$900	
VGA Distribution Amplifier		$75	$90	
17" LCD Flat Screen Display (Data Only)		$90	$108	
20" LCD Flat Screen Display (Data Only)		$225	$270	
23" LCD Display Panel (16:9 Ratio) with speakers		$375	$450	
32" LCD Display Panel (16:9 Ratio) with speakers		$450	$540	
42" Plasma Display Panel (VGA - SXGA) 16:9 Ratio		$600	$720	
50" Plasma Display Panel (VGA - SXGA) 16:9 Ratio		$700	$840	
60" Plasma Display Panel (16:9 Ratio)		$950	$1,140	
Plasma Slim Mount Speakers (regular fidelity)		$125	$150	
Plasma EAW Speaker System (Hi-fidelity)		350	$420	
Plasma Display Floor Stand 72"		$125	$150	
Plasma Display Wall Mount		$125	$150	
Plasma Display Floor Stand Shelf		$75	$90	
Folsom Image Pro Scaler/Scan Converter/Switcher		$350	$420	
Audio Equipment	**Qty**	**Pre-Show Rate**	**On-Site Rate**	**Total**
Wired Microphone (circle one:Lavaliere - Headset - Handheld)		60	$72	
Wireless Microphone (circle one: Lavaliere-Headset-Handheld)		$250	$300	
Shure 4 Channel Audio Mixer		$70	$84	
Mackie Sound System (2-Speakers, Mixer/Amp, Stands)		$250	$300	
EAW Sound System (2-Speakers, Mixer/Amp, Stands)		$350	$420	
Cd Player		$100	$120	
Other Items	**Qty**	**Pre-Show Rate**	**On-Site Rate**	**Total**

Totals — PAYMENT IS DUE WHEN ORDER IS PLACED

EQUIPMENT TOTAL:	1
DELIVERY/SET-UP/PICKUP: (20% of line 1 or $130.00 minimum)	2
DRAYAGE: (15% of Equipment line 1)	3
SUBTOTAL: (add lines 1 through 3)	4
STATE SALES TAX: **9.00% of subtotal**	5
TOTAL DUE:	6

Method of Payment

PLEASE CHECK ONE

Card Number: _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ Exp Date ___ / ___

Cardholder's Name (as appears on card): _____

Cardholders Signature: _____

- American Express ☐
- Visa ☐
- MasterCard ☐
- Check (US Only) ☐
- Wire Transfer (US) ☐

Only orders received **before August 3, 2015 can use the "Advance Rate"**
Exhibit Dates: Sept. 2 & 3, 2015

Customer Information

PLEASE PRINT

Firm Name:

Address:

City:

State: Zip Code:

Ordered By:

Telephone:

Fax:

e-Mail:

Information for Delivery

Exhibit Booth#:

On Site Contact:

Ph.-Cell-Pager:

Delivery Date: Time:

Signature:

Representative **MUST BE** on-site at above for Delivery.
Exhibitor assumes responsibility for Loss or Damage to property of Projection after Delivery and acceptance at Booth.

Ordering Instructions

- Charges for requested items selected are for the **Entire Event**. Submit your request prior to set - up. **No Equipment Charges** for set - up prior to the event.
- Include applicable Sales Tax on equipment and or labor. Tax Exempt Certificate **must** be on file for the **State of California** to claim exempt status
- **Installation / Dismantle Fee** includes delivery, install, maintenance and dismantle. Contact **562-499-7675** for in-booth operation.
- **Cancellation** of equipment ordered must be received **72 hours prior** to delivery date to avoid a one day charge. If delivered, **100%** of charges will apply.
- Call **562-499-7683, with** questions.

Please fax or email your scanned order to:
smartinez@projection.com

Processing

Fax Form To: (562) 499 - 7683
Call (562) 499 - 7546 to confirm fax receipt

PROJECTION

LONG BEACH CONVENTION CENTER
300 E. Ocean Blvd. Long Beach, CA. 90802
Phone: (562) 499 - 7546 Fax: (562) 499 - 7683
smartinez@projection.com

Landscape Communications 2015
Long Beach Convention Center
Sept. 2 & 3, 2015
Computer Order Form

PROJECTION

Desktop PCs include 17" flat screen Display.

THE 2015 - LONG BEACH LANDSCAPE EXPO
DESIGN • BUILD • MAINTAIN • SUPPLY

PC Compatibles	Qty	Advance Rate see deadline>	Regular Rate	Total
Pentium 4, 2 GHz, 1gb Ram, 80Gig HD,48 X DVD CDRW. Ethernet, Mouse & Keyboard.		$275	$325	
Pentium 4, 2 GHz, 2gb Ram, 120Gig HD, 48 X DVD CD RW, Ethernet, Mouse & Keyboard and 802.11 adaptor		$325	$400	
Mac Desktop Computers Upon Request		**CALL**	**CALL**	

Laptop Computers	Qty	Pre-Show Rate	On-Site Rate	Total
P 4 1Ghz, 256 Mb, 40Gig HD, CD/DVD, Ethernet, Mouse & Keyboard.		$450	$500	
P4,2Ghz,1Gb ram, 80Gig HD,DVD RW -CD RW,Wi-Fi 100 Base T, Mouse, Cable Lock		$475	$525	
Apple I-Pad Tablet Computer		$475	$525	
Apple I-Pad 2 Tablet Computer		$525	$575	
Mac Book Laptops Upon Request		**CALL**	**CALL**	

Computer Display Equipment	Qty	Pre-Show Rate	On-Site Rate	Total
Video / Data LCD Projector (3000 Lumens , S-XGA)		$375	$450	
VGA Distribution Amplifier		$75	$90	
17" LCD Flat Screen Display		$75	$90	
20" LCD Flat Screen Display (Data Only)		$175	$210	
23" LCD Display Panel (16:9 Ratio) with speakers		$375	$450	
32" LCD Display Panel (16:9 Ratio) with speakers		$525	$630	
42" Plasma Display Panel(16:9 Ratio)		$600	$720	
50" Plasma Display Panel(16:9 Ratio)		$700	$840	
60" Plasma Display Panel(16:9 Ratio)		$950.00	$1,140.00	
Plasma Slim Mount Speakers (regular fidelity)		$125	$150	
Plasma EAW Speaker System (Hi-fidelity)		$500	$600	
Plasma Display Floor Stand Shelf		$75	$90	
Plasma Display Floor Stand 72"		$125	$150	

Printers	Qty	Pre-Show Rate	On-Site Rate	Total
H.P.. Laser Jet 4M / 5M / 4000 Printer		$275	$330	

Accessories	Qty	Pre-Show Rate	On-Site Rate	Total
8 Port Ethernet Hub (10/100 Base - T)		$75	$90	
Folsom Image Pro Scaler/Scan Converter/Switcher		$350	$420	
Computer Stereo Speakers with Sub		$75	$90	
DVD Player (code free)		$150	$180	

Totals

PAYMENT IS DUE WHEN ORDER IS PLACED

EQUIPMENT TOTAL:		1
DELIVERY/SET-UP/PICKUP: (20% of line 1 or $130.00 minimum)		2
DRAYAGE: (15% of Equipment line 1)		3
SUBTOTAL: (add lines 1 through 3)		4
STATE SALES TAX:	**9.00% of Subtotal**	5
TOTAL DUE		6

Method of Payment

CHECK ONE

Card Number: _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ Exp Date ___ / ___

Cardholder's Name (as appears on card): _____

Cardholders Signature: _____

- American Express ☐
- Visa ☐
- MasterCard ☐
- Check (US Only) ☐
- Wire Transfer (US) ☐

Only orders received **before August 3, 2015** Can use the the **"Advance" SHOW RATE.**
Exhibit Dates: Sept. 2 & 3, 2015

Customer Information

PLEASE PRINT

Firm Name:

Address:

City:

State: Zip Code:

Ordered By:

Telephone:

Fax:

e-Mail:

Information for Delivery

Exhibit Booth#:

On Site Contact:

Ph.-Cell-Pager:

Delivery Date: Time:

Signature:

Representative **MUST BE** on-site at above for Delivery.

Exhibitor assumes responsibility for Loss or Damage to property of Projection after Delivery and acceptance at Booth.

Ordering Instructions

- Charges for requested items selected are for the **Entire Event**. Submit your request prior to set - up. **No Equipment Charges** for set - up one day prior to the event.
- Include applicable Sales Tax on equipment and/or labor. **Tax Exempt Certificate** must be on file for the **State of California** to claim status
- **Installation / Dismantle Fee** includes delivery, install, maintenance and dismantle. **Contact 562 / 499 - 7675** for in-booth operation.
- **Cancellation** of equipment ordered must be received **72 hours prior** to delivery date to avoid a one day charge. If delivered, **100%** of charges will apply.
- Call **562-499-7683, with** questions.

Please fax or email your scanned order to:
smartinez@projection.com

Processing

Fax: (562) 499 - 7683
Call 562 / 499 - 7546 to confirm fax receipt.

PROJECTION

Long Beach Convention Center
300 East Ocean Blvd. Long Beach, CA. 90802
Sales Phone: (562) 499 - 7677 Fax: (562) 499 - 7683
smartinez@projection.com